

Instructions for Preparing the Pittsburgh District Short Application Form

Section 1. Applicant Name. Enter the name and the E-mail address of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Section 1.

Address of Applicant. Please provide the full address of the party or parties responsible for the application. If more space is needed, attach an extra sheet of paper marked Section 1.

Applicant Telephone Number(s). Please provide the number where you can usually be reached during normal business hours.

Section 2. Agent or Contractor Name. To be completed if you choose to have an agent or contractor. Note – an agent or contractor is **not** required.

Agent or Contractor Name. Indicate name of individual or agency, designated by you, to represent you in this process. An agent can be an attorney, builder, contractor, engineer, or any other person or organization.

Agent or Contractor's Address and Telephone Number. Please provide the complete mailing address of the agent or contractor, along with the telephone number where he/she can be reached during normal business hours.

Section 3. Project Name. Please provide name identifying the proposed project, e.g., Sunrise Plaza, Green Valley Subdivision, or Henry's Access Road.

Section 4. Location. If the proposed project is located at a site having a street address (not a post office box number), please enter it here.

Section 5. Latitude and Longitude in Decimal Degrees. Enter the latitude and longitude of where the proposed project is located. If more space is required, please attach a sheet with the necessary information marked Section 5.

Section 6. Name of Stream or Waterbody. Please provide the name of any stream, lake, marsh, or other waterway to be directly impacted by the activity. If it is a minor (no name) stream, identify the waterbody the minor stream enters.

Section 7. Directions to the Site. Provide directions to the site from a known location or landmark. Include highway and street numbers as well as names. Also provide distances from known locations and any other information that would assist in locating the site. You may also provide a description of the proposed project location, such as lot numbers, tract numbers, or you may choose to locate the proposed project site from a known point (such as the right descending bank of Smith Creek, one mile downstream from the Highway 14 bridge). If the project would be located on a large river or stream, include the river mile of the proposed project site if known.

Section 8. Property Size. Enter the acreage of the entire site where the project will be located.

Section 9. Project Purpose. Describe the purpose and need for the proposed project. What will it be used for and why? Also include a brief description of any related activities to be developed as the result of the proposed project. Give the approximate dates you plan to both begin and complete all work.

Section 10. Project Description. If the activity involves the discharge of dredged and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the placement of the material (such as erosion control). Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site.

Section 11. Attachments. Along with the location map, please include the US Geological Survey Quadrangle map with a scale. Drawings should depict the work area accurately and include measurements of the proposed impacts. Please include a location map indicating where the photos were taken. Please submit one original, or good quality copy, of all drawings on 8½ x11 inch plain white paper (electronic media may be substituted). Use the fewest number of sheets necessary for your drawings or illustrations.

Section 12. State Authorization No. If the State has issued authorization, please include the number.

Section 13. Archeological and Historic Clearance. If the project has been coordinated with the State Historic Preservation Officer, please submit the correspondence including the clearance letter.

Section 14. Endangered Species/PNDI Clearance. If the project has been coordinated with the US Fish & Wildlife Service or a Pennsylvania Natural Diversity Index has been run, please provide the clearance letters.

Section 15. Wetland Impacts. Please identify if the area was delineated and submit a copy of the delineation report. List the total acres of wetland identified, the date of the delineation, and the types of wetlands on site. If the project will impact wetlands, please identify the impact type and the type of wetlands that would be impacted.

Section 16. Wetland Mitigation. Provide the method of wetland mitigation and the wetland type.

Section 17. Stream Impacts. Provide the total length of stream on the property and length of impacts, if any. Also provide the length of stream type that is proposed to be impacted.

Section 18. Drainage Area Downstream Limit of Disturbance. Provide the acreage of the watershed where the project is being proposed.

Section 19. Acreage of Stream Disturbance. Provide the proposed stream impact in acres.

Section 20. Stream Impact Type. Provide the length of the impact of the proposed project.

Section 21. Stream Mitigation. Provide what type of mitigation is being proposed and the length.

Section 22. Previously Permitted Activities. If there are previously issued permits, State and/ or Federal on the site, please indicate the permit number and a brief description of the project.

Section 23. Printed Name of Responsible Party. Please print the name of the owner or other authorized party (agent or contractor). The responsible party shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.).

Section 24. Signature of Responsible Party. The application must be signed by the owner or other authorized party (agent or contractor). This signature shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.). Enter the date the application was signed.